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RECORDS SE

DIVISION  
24 May 1954

Area Records Officer  
Office of the Comptroller

Chief, Records Management Division  
Management Staff, DD/A

Change in the Vital Materials Inventory

1. In the future, quarterly reporting of Vital Materials will reflect only the deposits and withdrawals of each Office for the respective quarter.
2. A complete report, enumerating all Vital Materials of the respective Offices, will be issued annually at the close of each calendar year.
3. If necessary, upon request, a copy of the Availability Register will be furnished your Office.

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